

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

**DIRECTOR OF SPECIAL EDUCATION II**

**POSITION:** Director of Special Education II

**REPORTS TO:** Deputy Superintendent

**LOCATION:** Department of Special Education

**NATURE OF WORK:**

This is a position that plans, coordinates and directs programs to meet the needs of students with disabilities; develops and implements policies and procedures for special education; develops, manages, and monitors the budgets for the allocations of local funds as well as state and federal funds designated for special education; and coordinates with community partners to braid services for students and families.

**ESSENTIAL FUNCTIONS:**

- Ability to access, compile, analyze and maintain student achievement data for use in making decisions pertaining to program, staffing, and funding needs;
- Ability to develop, revise/refine, implement, maintain, and ensure compliance with local, state, and federal guidelines, policies, and procedures;
- Ability to plan, coordinate, and implement professional development based on identified needs, performance indicators, and/or compliance;
- Ability to develop, revise/refine, implement, and maintain program budgets while allocating resources and services to eligible students to all sites throughout the school system;
- Ability to develop, revise/refine, and allocate staffing to support the special education program at all sites throughout the school system;
- Ability to work collaboratively with other departments and staff;
- Ability to develop, revise/refine, implement, maintain, and ensure compliance with cumulative and confidential records; and
- Represent the school system and special education program at local, state, and federal meetings, including Board of Education meetings and community partnerships.

**DUTIES AND RESPONSIBILITIES:**

- Develop and maintain a system for analyzing student achievement data;
- Develop and implement policies, procedures and operational guidelines which govern the special education program;
- Provide leadership and assistance in planning and coordinating differentiated professional development activities based on performance and compliance indicators;
- Develops and implements program budgets, managing and allocating resources to provide services to eligible students;
- Recommend staffing needs, changes in programs and policies affecting student rights and responsibilities;
- Set staffing levels for school-based special education programs for the purpose of providing services with fiscal efficiency;
- Collaborate with other system departments to evaluate program effectiveness and recommend changes, as needed;
- Collaborate with other system departments to ensure the proper maintenance and usage of cumulative and confidential records;
- Collaborate with school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs;

- Direct personnel, for the purpose of delivering services which conform to established guidelines;
- Develop proposals, new programs, budgets and grants for the purpose of meeting district goals;
- Evaluate regional and school Special Education programs and monitor the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives;
- Facilitate meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district;
- Manage fiscal resources from the General Fund and special education grants, prepare budgets and direct spending;
- Prepare documentation and report data to the Maryland State Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations;
- Communicate information on programs, services, and regulations to school personnel, parents, and the Board;
- Provide oversight and direction on the recruiting, hiring, supervising, and evaluating special education staff to include supervisors, teachers, paraeducators, and other service providers;
- Serve as the district representative for IEP meetings when resources beyond school budgets may be considered for the purpose of efficiently managing fiscal resources while meeting special education regulations;
- Serve as the district liaison to the Maryland State Department of Education for coordination of Special Education services;
- Manage special education complaints;
- Coordinate with outside agencies to provide services to students and staff, for the purpose of offering appropriate services;
- Direct the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district;
- Write/revise district Board Policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal guidelines;
- Maintain a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities;
- Evaluate program effectiveness using formative and summative student achievement, administrative information, results from MSDE's Annual Report on State Performance Plans/Annual Performance Reviews (SPP/APR) Part B Indicators;
- Develops and maintains a system of compliance self-monitoring to ensure state and federal benchmarks are met;
- Advises the Superintendent and Deputy Superintendent regarding special education and other matters;
- Participate on community boards, interagency committees and work groups to advocate for special needs students and their families and provide school system perspective; and
- Perform other duties assigned.

#### QUALIFICATIONS:

- Special education teaching experience with increasing levels of administrative responsibility preferred;
- Possess a Master's degree in special education or other appropriate educational area such as Educational Administration, Curriculum and Instruction, etc.;
- Hold a valid/current Advanced Professional Certificate;
- Hold current certification endorsement in Special Education;
- Hold current Administrator II certification;
- Five years of recent leadership experience in the field of education to include:
  - The observation and evaluation of special education staff;
  - Experience with managing legal mandates and regulations governing the provision of special education and related services (such as IEP Chair);

- Experience with organizational and operating procedures including the long-term program planning, goal-oriented improvement planning, and complex multi-year budget planning.
- Effective public relations, interpersonal, organizational, leadership and supervisory skills; and;
- Excellent verbal and written communication skills.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range G.

**BARGAINING UNIT ELIGIBILITY: SMASA**

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